

# EDGE HIGH SCHOOL

## REQUEST FOR AUTHORIZATION TO DISPOSE OF EQUIPMENT

Check one:

DONATION ☐

LOSS ☐

DAMAGED ☒

OTHER ☒

From: Edge High School

To: \_\_\_\_\_

Site Himmel Park/Northwest

Room/Location Lobby/Building

TAG NO.	Description (Including Model Number)	FOR BUSINESS OFFICE USE ONLY		
		Serial No	Date Acquired	Recorded Cost/Value
111	Ren. Heating Cooling		9/26/2001	\$4,623.00
N/A	Water Fountain - Northwest		1/3/2022	\$3,384.00

Reason for Disposition: Heating/Cooling - Unknown asset. Water Fountain - Damaged/Replaced

\_\_\_\_\_  
Signature Finance & Resource Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Director/Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Board/Authorized Agent

\_\_\_\_\_  
Date

Deleted from general fixed assets listing (or stewardship listing) if applicable by:

\_\_\_\_\_  
NAME

\_\_\_\_\_  
Date